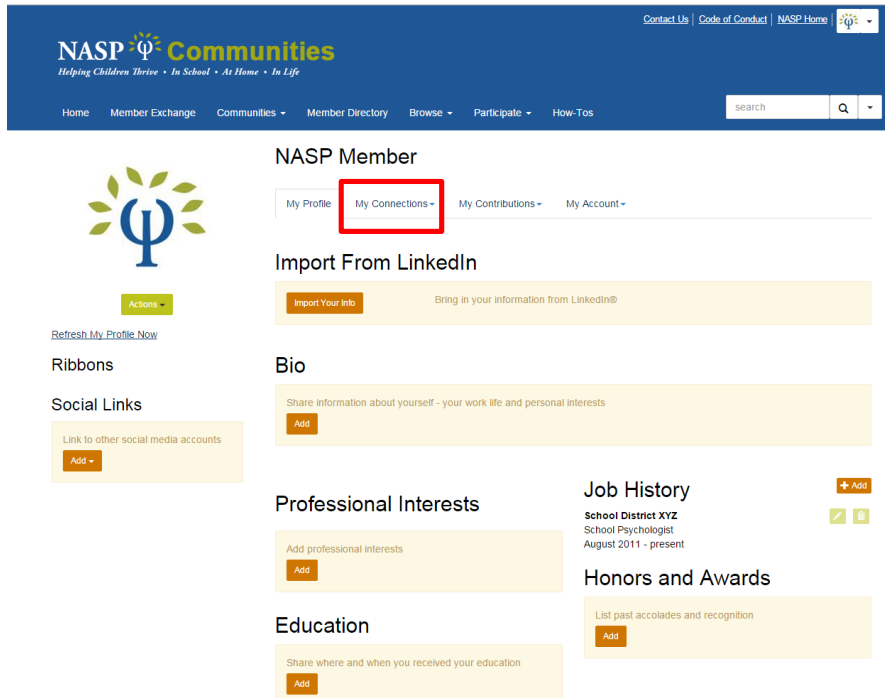
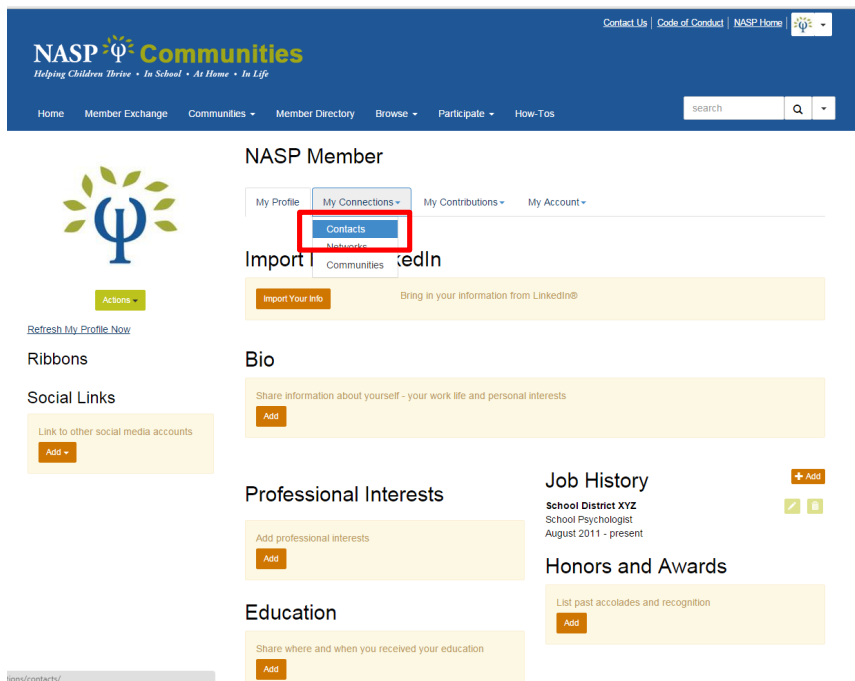


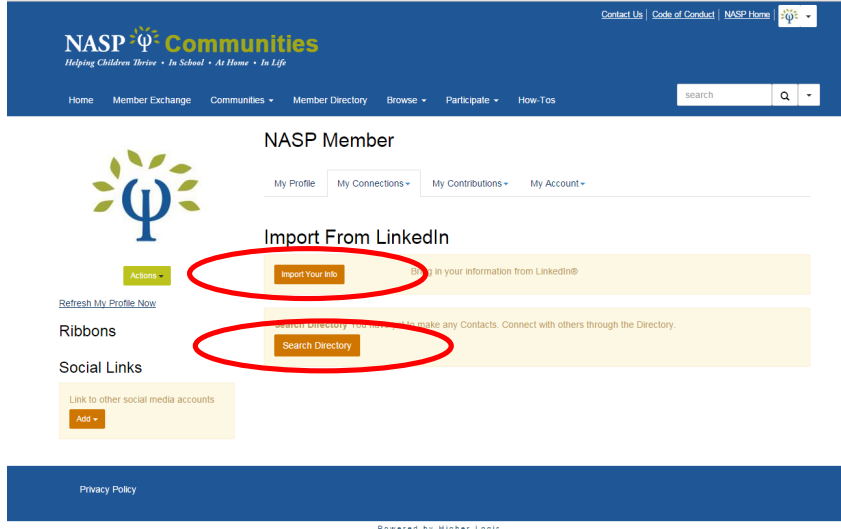
Managing and Corresponding With Your Contacts from the “My Connections” Tab of Your Profile



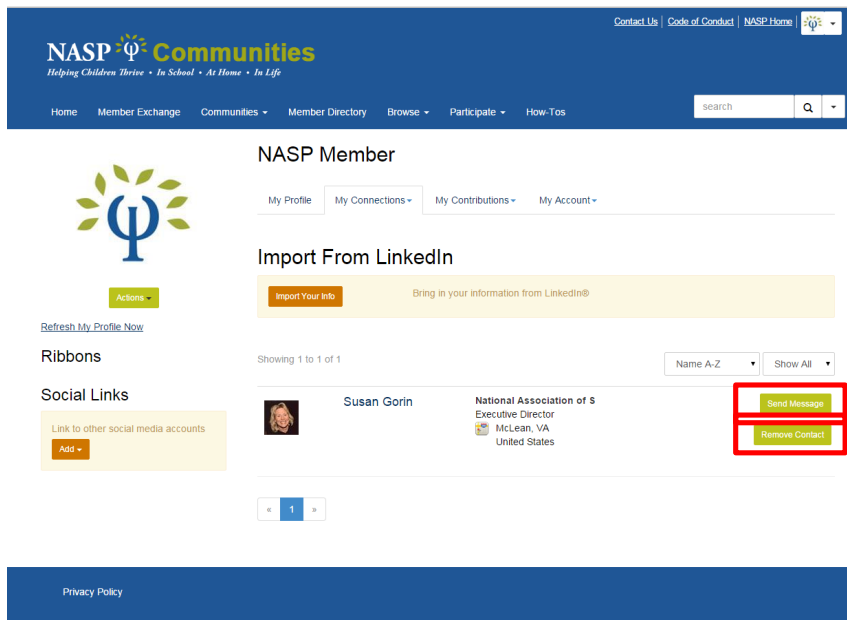
This how-to will focus on features that you can access from the “My Connections” tab of your profile. If you’re not sure how to get to your profile page initially, please see the how-to titled, “Accessing Your NASP Communities Profile.”



Step 1: Click on “My Connections”, then select “Contacts” from the drop-down menu.



Step 2: If you do not have any contacts added yet, you can click the orange “Import Your Info” button to add them from LinkedIn, or click the orange “Search Directory” button to search the NASP member directory. For more information on using the member directory, please see the how-to titled, “Finding Contacts Using the Member Directory.”



Your contacts will be displayed. You can click the green “Send Message” button to correspond privately with a specific contact. You can also delete a contact by clicking the green “Remove Contact” button.

Step 3 (for sending messages only): After clicking the green “Send Message” button next to the contact you’d like to correspond with, enter the subject line and message content in the pop-up window that appears, and click the blue “Send” button.